

Job Description – Executive Director (Strategic and Enabling Services)

Job Purpose

To improve the socio-economic, health, wellbeing and environmental outcomes for communities across Nottinghamshire by providing system leadership for public service reform, using the Council's financial, people, digital, governance and commercial resources to enable sustainable, outcome-focused public services.

1. System leadership (with a focus on strategic and enabling services within your remit) to deliver public service reform
2. Leadership of the organisation (with a focus on strategic and enabling services within your remit) as part of the Corporate Leadership Team working in support of the Leader, Cabinet and Cabinet Member(s)
3. Support the statutory responsibilities and accountabilities for those services that fall within the remit of the post and relevant Acts and Statutory frameworks.
4. System lead for Resources.
5. Leadership of a department, working with Cabinet/Member to deliver political priorities whilst meeting budgetary, service quality, regulatory requirements.

A system leader acting on behalf of Nottinghamshire County Council achieving positive outcomes through and with a wide range of partner organisations by enabling effective decision-making, good governance and sustainable use of public resources.

Plan, drive and enable public service reform in response to the complex needs of a diverse population, ensuring the Council's resources are deployed strategically to support sustainable services and improved outcomes for people and place.

Engender and deliver positive, enthusiastic and dynamic leadership across the authority and wider system in the achievement of our vision and ambitions, playing a key role as a member of the Corporate Leadership Team in transforming services and delivering improved outcomes for local people.

Outcomes and how you achieve them

Drive a financially sustainable, commercial, well-governed organisation. You will do this by ensuring there is strong stewardship of the Council's resources, robust financial planning and monitoring, effective governance and assurance, legal compliance, and democratic processes that support transparent and evidence-based decision-making.

Deliver effective democratic governance that maintains public confidence. You will do this by ensuring high-quality member support and committee servicing, clear and timely advice, robust decision-making processes and records, and effective planning and delivery of elections in line with statutory requirements.

Strong procurement and contract management that delivers value and manages risk. You will do this by setting clear commercial standards and governance, ensuring compliant and transparent procurement, building strong contract management capability, and actively managing supplier performance to deliver value for money, social value, and reliable outcomes.

A safe and legally compliant organisation that manages risk and protects people, information and the Council's reputation. You will do this by ensuring the Council has strong legal advice and governance, robust cyber security and information governance, and effective health and safety leadership—embedding compliance, risk management and learning from incidents across the organisation.

Enable a capable, engaged and resilient workforce. Ensuring the Council has the right capacity, capability, and culture to deliver on its outcomes, by enabling effective leadership, workforce planning and organisational design as well as providing support for the health, wellbeing, and safety of our staff.

Efficient strategic and enabling services. You will do this by providing effective digital, customer and corporate business support functions that are high-quality, efficient and aligned to organisational priorities—driving continuous improvement, change and innovation so the Council operates as one organisation, with accessible, digitally enabled, streamlined services that enable high-quality, joined-up outcomes for communities and residents.

Achieving outcomes through others as well as directly within your service area and across the Council. Influencing the shape and delivery of internal and external services, shaping long term strategies (for example our capital investment strategy), to achieve system wide outcomes rather than those being delivered solely from the Council's point of view.

Collective leadership accountabilities and responsibilities of all Executive Directors

- Executive Directors will act as a proactive member of the Corporate Leadership Team reporting to the Chief Executive and contributing to the strong and effective corporate management of the Council's services and delivery of the Council's strategic plan.
- Contribution to "One Council" leadership.
- Accountable for leading/shaping/reforming the system to meet the outcomes and ambitions set by Members.
- Deputise for the Chief Executive by acting fully in the capacity of the Head of Paid Service as needed.
- Represent the Council at appropriate local, regional and national forums seeking to champion and improve public services at a system level across Nottinghamshire and the East Midlands.
- Provide strategic, visionary leadership for Nottinghamshire and the Council, contributing to the delivery of the Council's strategic priorities.
- Navigate, lead and influence complex relationships across the system in Nottinghamshire, driving positive change through a wide range of organisations.
- Value and champion diversity and inclusion, ensuring the Council and wider system meets the needs of disparate communities in Nottinghamshire by building equality of opportunity.
- Leading others through change and building 'future readiness' of the service.

- Leading the whole organisation on cross cutting initiatives, improvements and strategic priorities.
- Support the democratic process, providing advice to elected members on the appropriate response to local, regional and national matters that have implications for Council services.
- Provide leadership and direction for the development and delivery of a sustainable medium term financial strategy and plan.

Service Responsibility

Lead responsibility Resources, including: Digital and IT, Customer Services, Finance, Procurement, Audit and Assurance, Business Service Centre, Legal Services, Democratic Services, Elections, Human Resources and Organisational Development, Business Support, Health and Safety.

Oversight of the statutory responsibilities and accountability for the services that fall in the remit of the post.

Effective management of people, financial and other resources in the department, including legal compliance and management of risk. Responsibility for a balanced budget and ensuring that staffing resources are adequate to discharge the departmental functions.

Budget responsibility for: Gross Budget £ Net Budget £m

Direct line management for: Service Directors

Reports to: Chief Executive

Total employees in your department: (FTE), (headcount)

Person Specification – Executive Director

Education and Knowledge

1. An education to degree level or equivalent, at a senior level or wide-ranging experience which demonstrates a similar level of ability and intellect. There is no specific requirement for the post-holder to be qualified in accountancy or law but there is a requirement to have a deep knowledge and understanding of the sector financial challenges, legal and regulatory environment.
2. Relevant management qualification, at a senior level, or extensive experience in a strategic and enabling setting which demonstrates a similar level of ability and intellect.
3. Evidence of continuous professional development
4. Knowledge and understanding of the trends, developments, political and legislative framework of local authorities within the context of a complex multi-service environment.

Personal skills and general competencies

Ability to:

1. Make a strategic contribution to a large, multi-functional organisation of comparable scope and complexity with the ability to make effective decisions under pressure.
2. Manage transformational change and capacity to achieve identifiable and measurable outcomes and deliver services within approved budgets.
3. Lead by example, being aware of personal impact on others, demonstrating genuine concern for others, and instilling a sense of purpose and direction.
4. Act with integrity in a way that is in accordance with the professional standards, values and behaviours of the Council and model and exemplify these consistently.

5. Understanding of the frameworks necessary to establish and drive a positive performance culture, effective performance and service quality evaluation driving up standards and performance.
6. A deep understanding of the financial issues related to local government and experience of budget processes with a corporate impact.
7. Understanding and appreciation of the political relationships and processes within local government and the implications for policy making and action planning.

Experience

1. A proven track record of successful leadership at a senior level in a large organisation
2. Specific experience of leading a significant transformation change project or programme and proven capacity to achieve measurable outcomes.

5. Contribute to the development of an organisational culture which embraces change and innovation and enables employees to feel empowered and valued.
6. Demonstrate community leadership through building and maintaining effective partnerships to achieve common objectives, providing leadership as necessary.
7. Lead, motivate and develop individuals and groups of employees in a multi-disciplinary environment.
8. Persuade, convince and influence others in order to gain their agreement and co-operation.
9. Think in the longer term and to translate a long term-vision into a realistic strategy.
10. Develop effective relations with councillors and senior managers to promote corporate working.

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| <ul style="list-style-type: none"> 3. Successful participation in and contribution to the formulation of cross-cutting strategies within a large, multi-service environment to improve service delivery and meet customer need. 4. Achievement in successfully managing major service delivery and development and translating organisational ambitions into real achievement and success. 5. A record of successfully engaging with others, building positive relationships with a variety of partner organisations, private sector providers, Government, public agencies and statutory authorities 6. Achievement of broad cultural and behavioural change to develop services and achieve objectives. 7. Solid service and organisation-related financial experience including participation in the formulation of financial objectives, budgets and strategies in relation to service objectives. | <ul style="list-style-type: none"> 11. Demonstrate innovation and creativity in response to service and financial constraints and conflicting demands. 12. Maximise the use of the latest technology and ways of working to meet the needs of the service. 13. Demonstrate excellent communication skills and develop these across a complex organisation 14. Demonstrate highly developed networking, advocacy, oral, written and presentation skills, with the ability to relate to and work and communicate with people at all levels. 15. Promote diversity, tackle discrimination and the barriers that prevent equal access and pursue an organisational commitment to equalities, in service improvement and staff management. |
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| <ul style="list-style-type: none">8. Applying excellent project management skills in a multi-agency and multi-disciplinary environment9. Evidence of success in building and enhancing the reputation of a large organisation with external bodies, the community and the media. | |
| The post holder will perform any duty or task that is appropriate for the role described | |

